

Business Warehouse Reporting

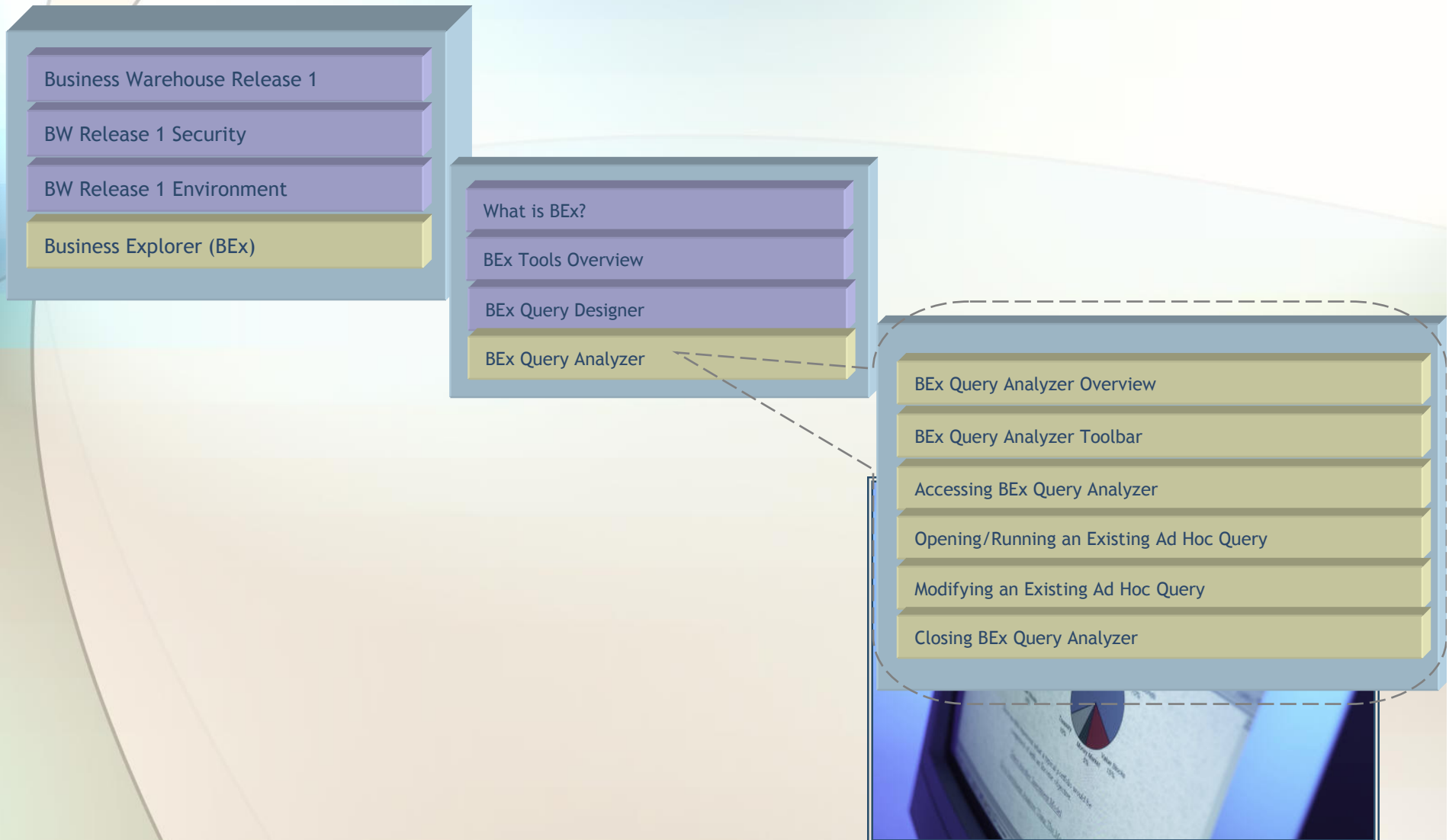
BEx Query Analyzer

Washington State HRMS Business Warehouse (BW)
BW Power User Workshop Materials

General Topics - BW Power User

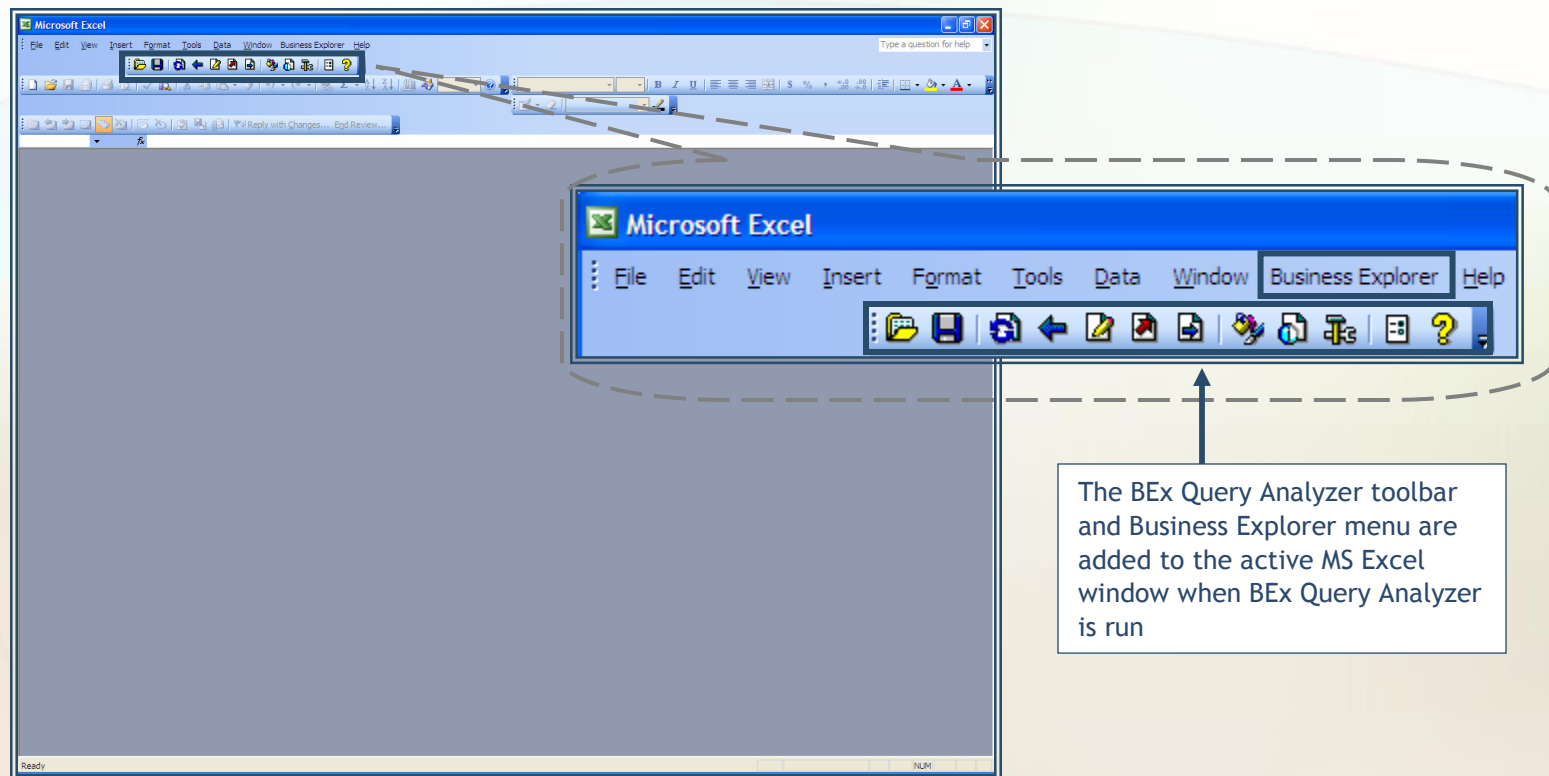
BEx Query Analyzer

The following section provides an overview of BEx Query Analyzer.



BEx Query Analyzer Overview

BEx Query Analyzer is a tool used to analyze ad hoc query results in MS Excel and is part of the BEx suite of tools. BEx Query Analyzer can be used to run ad hoc queries and opens BEx Query Designer to create and modify ad hoc queries.



BEx Query Analyzer Overview, Cont...

BEx Query Analyzer uses MS Excel to display query results. From MS Excel, users can sort, filter, drillup or drilldown on ad hoc query results. The example below uses a sample ad hoc query to display elements of query results from BEx Query Analyzer:


The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - Book2'. The 'Business Explorer' menu is open, showing a 'Business Explorer Menu' and a 'BEx Query Analyzer Toolbar'. The main worksheet, 'Demo Basic Query', displays the following data:

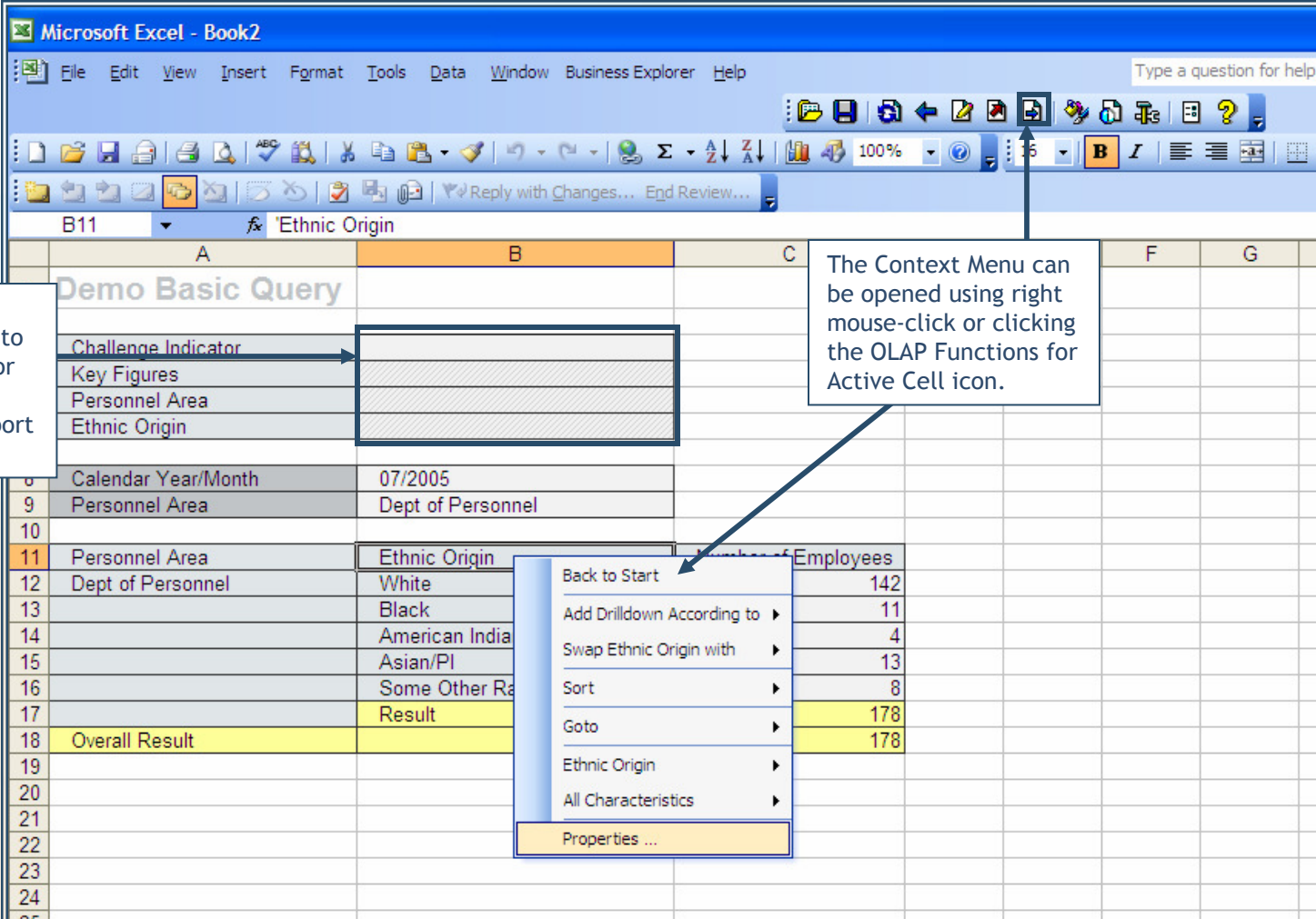
	A	B	C	D	E	F	G	H
1	Demo Basic Query							
2								
3	Challenge Indicator							
4	Key Figures							
5	Personnel Area							
6	Ethnic Origin							
7								
8	Calendar Year/Month	07/2005						
9	Personnel Area	Dept of Personnel						
10								
11	Personnel Area	Ethnic Origin	Number of Employees					
12	Dept of Personnel	White	142					
13		Black	11					
14		American Indian/Alaskan Native	4					
15		Asian/PI	13					
16		Some Other Race	8					
17		Result	178					
18	Overall Result		178					
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Callouts in the image include:

- Query Name:** Points to 'Demo Basic Query' in cell A1.
- Navigation Block:** Points to the first four rows (3-6) of the query results.
- Variables (Selection Criteria):** Points to rows 8 and 9.
- Query Results:** Points to the entire data table starting from row 11.
- Characteristics (rows):** Points to the 'Personnel Area' and 'Ethnic Origin' columns.
- Key Figures (columns):** Points to the 'Number of Employees' column.
- Business Explorer Menu:** Points to the 'Business Explorer' menu in the Excel ribbon.
- BEx Query Analyzer Toolbar:** Points to the toolbar icons in the Excel ribbon.

BEx Query Analyzer Overview, Cont...

The Context Menu for query results can be opened using right mouse-click on an object in the query (such as a Characteristic or Key Figure) or by clicking the OLAP Functions for Active Cell icon  from the BEx Query Analyzer toolbar.



Double-click Characteristic cells to drilldown on (add) or drillup on (remove) the items in the report results.

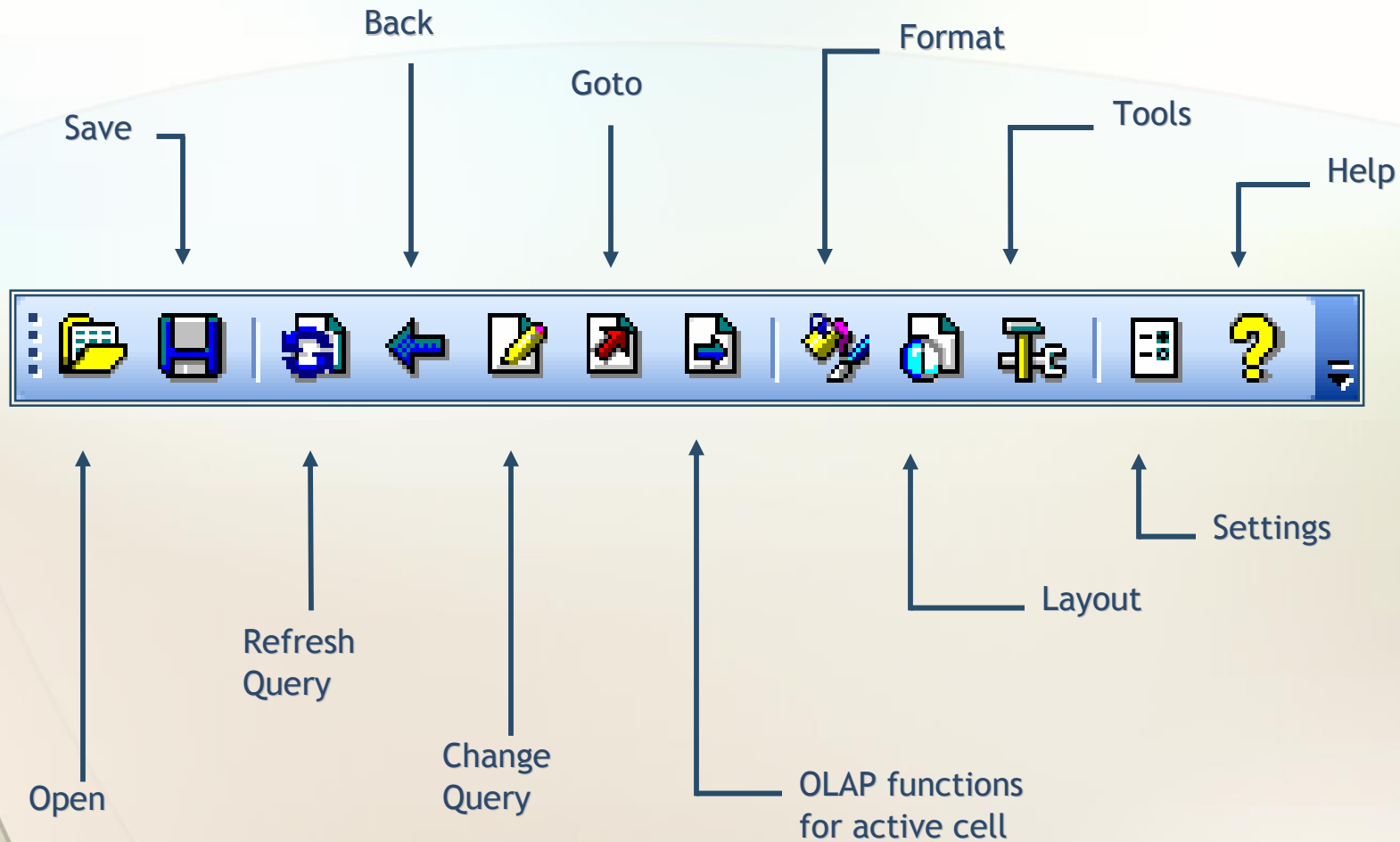
The Context Menu can be opened using right mouse-click or clicking the OLAP Functions for Active Cell icon.

A	B	C	F	G
Demo Basic Query				
Challenge Indicator				
Key Figures				
Personnel Area				
Ethnic Origin				
Calendar Year/Month	07/2005			
Personnel Area	Dept of Personnel			
Personnel Area	Ethnic Origin	Number of Employees		
Dept of Personnel	White	142		
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	Some Other Race	8		
	Result	178		
Overall Result		178		

BEx Query Analyzer Toolbar

Following is a quick reference to functionality of the toolbar options available through the BEx Analyzer reporting screen:







 Note: These options are also available from the Business Explorer menu.



Continued...

BEx Query Analyzer Toolbar, Cont...

The table below describes the toolbar functionality in more detail.

	Open	Open an existing *workbook or query or to define a new query in an InfoProvider.
	Save	Save a *Workbook or query results.
	Refresh	Refresh the query results. Note: A query can only be refreshed if a connection exists between BEx Analyzer and the Business Information Warehouse Server.
	Back	Undo a navigational step.
	Change Query	Change the layout of a query using BEx Query Designer.
	Goto	Display the exceptions of a query, jump to a saved query view or reach a jump target via Report-Report interface.









*Workbooks is an advanced topic and will be posted as a supplemental to the Business Warehouse Workshop materials as they become available.

Continued...

BEx Query Analyzer Toolbar, Cont...

Toolbar Functionality, cont...

	OLAP Functions for Active Cell	Set items such Filter, Sort, Calculate, etc. These options are also available from the Context Menu of the query results.
	Format	Change settings for the current query such as font, font color, background color and background pattern, frame, alignment and options for the hierarchy display. Different format templates and hierarchy symbols are used for the display of the various cell areas of queries (filter cells, results area, header information).
	Layout	Change layout settings such as display data as a chart or map, display the text elements of the query, display exceptions and conditions, move result areas and filters or mark queries on the worksheet.
	Tools	Launch a query in the Web browser, launch BEx Query Designer, insert a query (to attach multiple queries in one worksheet), copy a query to a new worksheet location, remove a query, remove/delete/detach queries in a *workbook or set SAP password protection on a query.
	Settings	Pause the automatic refresh of the query, terminate the connection between the query and the BW server connection, display the BW server information, perform various tasks on a new *workbook when it's embedded, apply a permanent *workbook template, turn the OLAP functions for right mouse clicking on or off, suppress warnings from the server, trace and display activities performed by a query.
	Help	Link to Business Explorer on-line help.



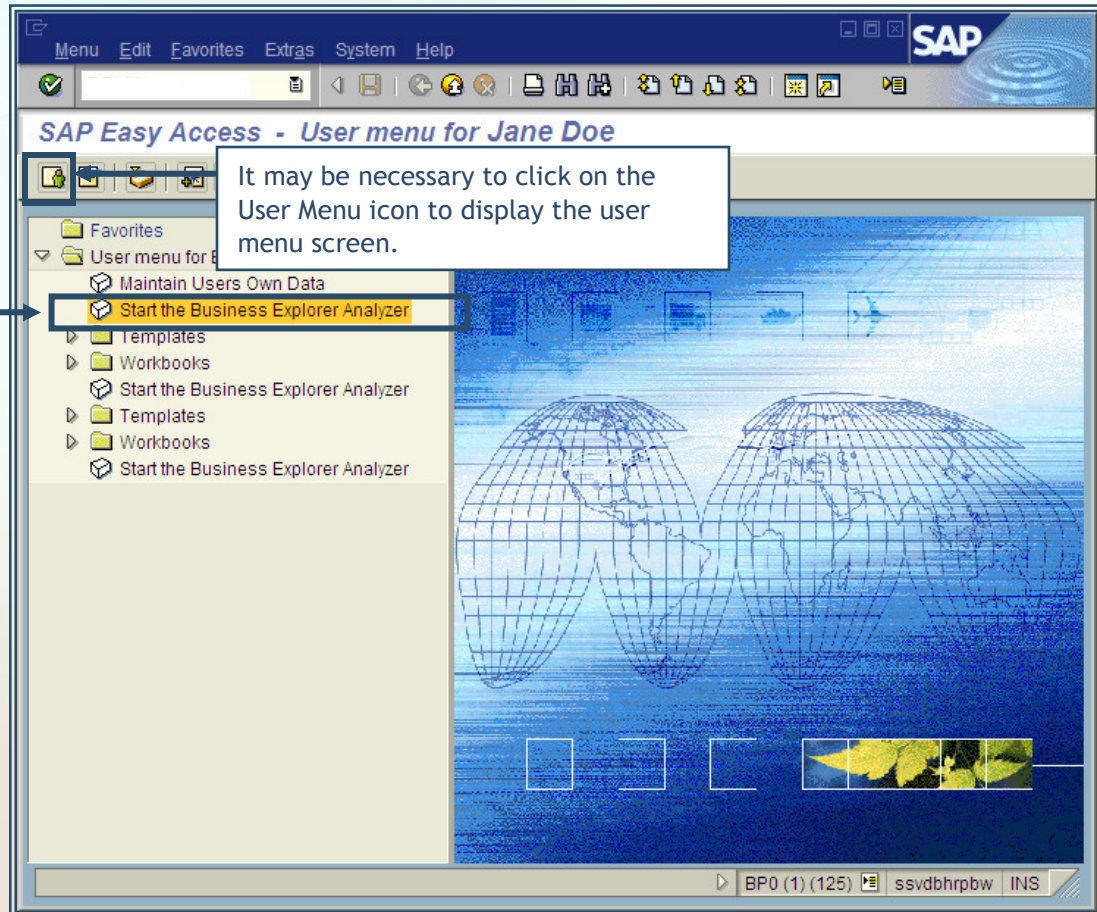
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Accessing BEx Query Analyzer

To access BEx Query Analyzer:

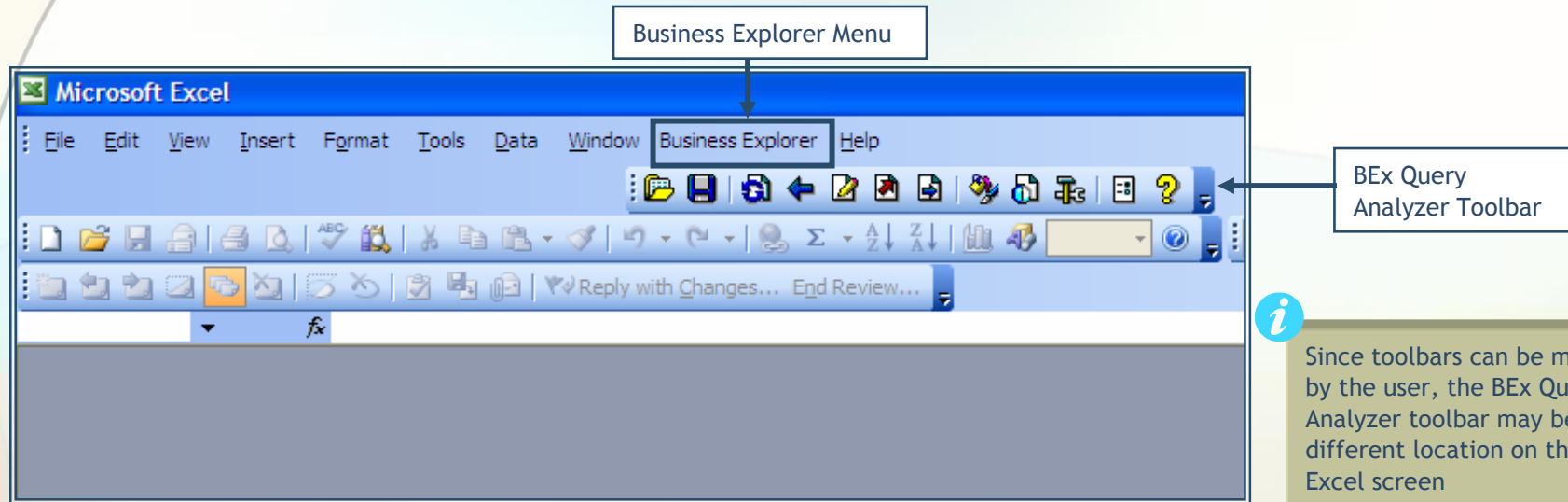
1. Logon to the HRMS Business Warehouse via SAP GUI as described in the Business Explorer (BEx) module.

2. Double-click the “Start the Business Explorer Analyzer” link.



Accessing BEx Query Analyzer, Cont...

Result: BEx Query Analyzer will be opened in MS Excel with the Business Explorer menu and BEx Query Analyzer toolbar enabled.

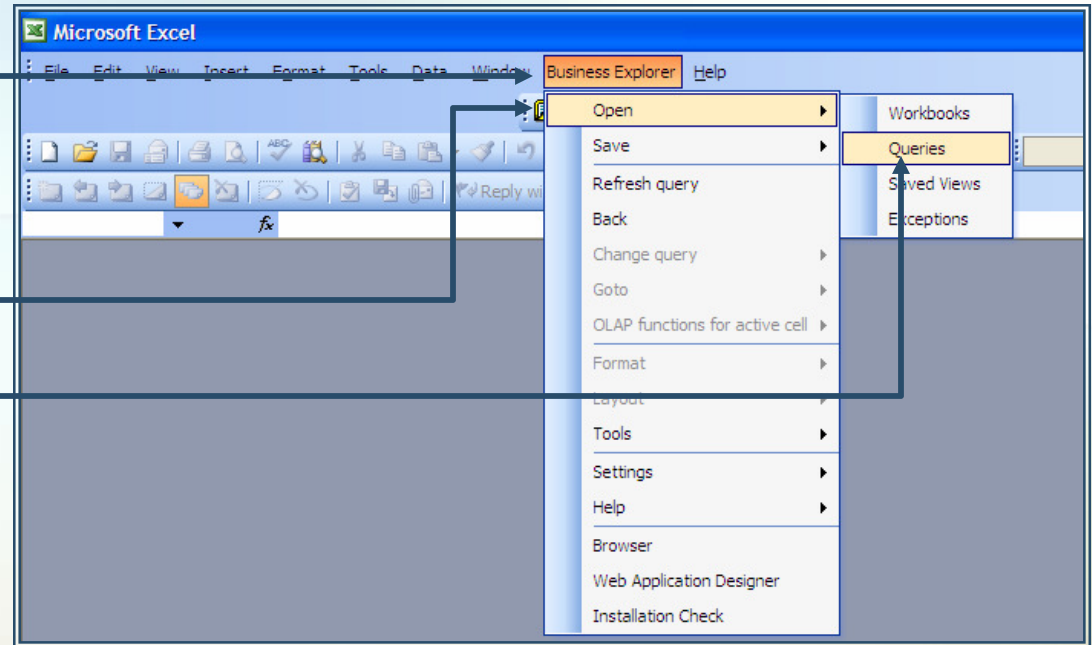


Opening/Running an Existing Ad Hoc Query


The example below uses a sample query, “Demo Basic Query”, to show how to open and run a query from BEx Query Analyzer.

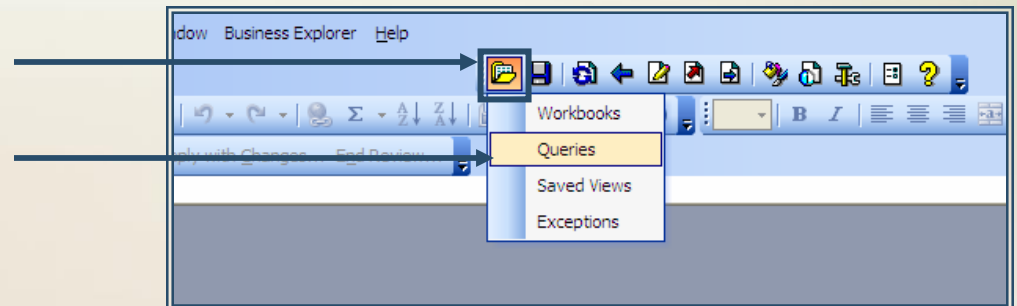
To open and run a query:

1. Click Business Explorer from the menu.
2. Select Open.
3. Click Queries.



OR

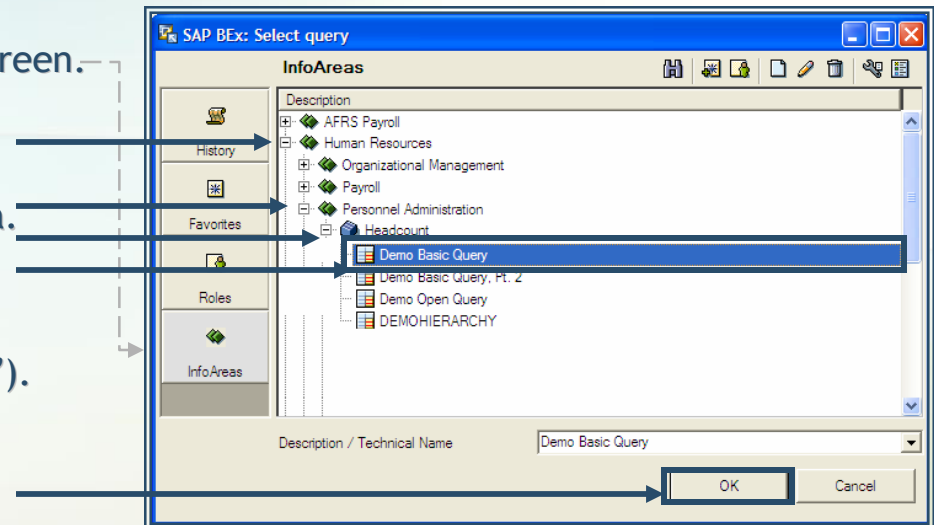
1. Click the Open  icon from the BEx Query Analyzer toolbar.
2. Click Queries.



Opening/Running an Existing Ad Hoc Query

Result: The SAP BEx: Select Query screen will be displayed.

4. Click the InfoAreas tab of the Select Query screen.
5. Expand the Human Resources InfoArea.
6. Expand the Personnel Administration InfoArea.
7. Expand the Headcount InfoCube.
8. Select the sample query ("Demo Basic Query").
9. Click OK.



Continued...

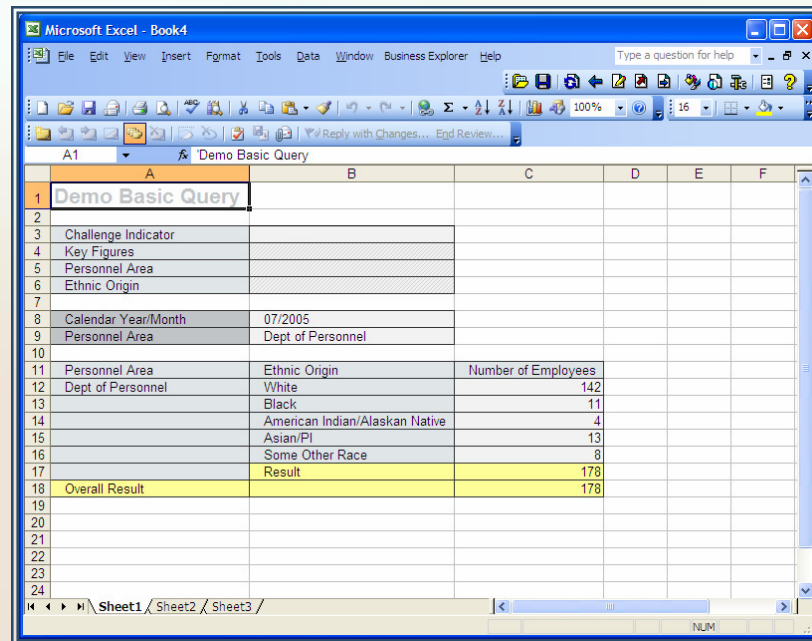
Opening/Running an Existing Ad Hoc Query, Cont...

10. Enter query Variables.

11. Click the Execute icon. 



Result: The sample query results are displayed.



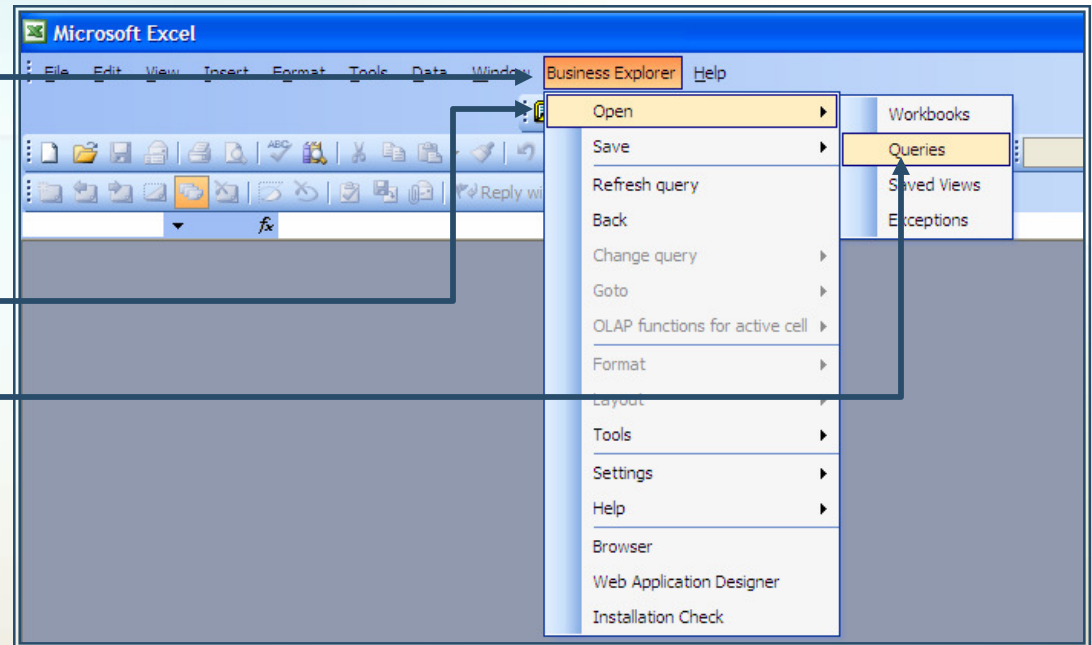
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Modifying an Existing Ad Hoc Query


The example below uses a sample query, “Demo Basic Query”, to show how to open BEx Query Designer to modify an existing ad hoc query from BEx Query Analyzer.

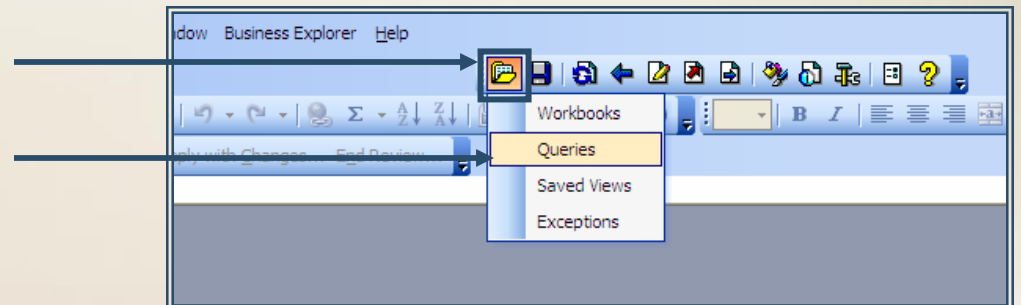
To open and modify an existing query:

1. Click Business Explorer from the menu.
2. Select Open.
3. Click Queries.




OR

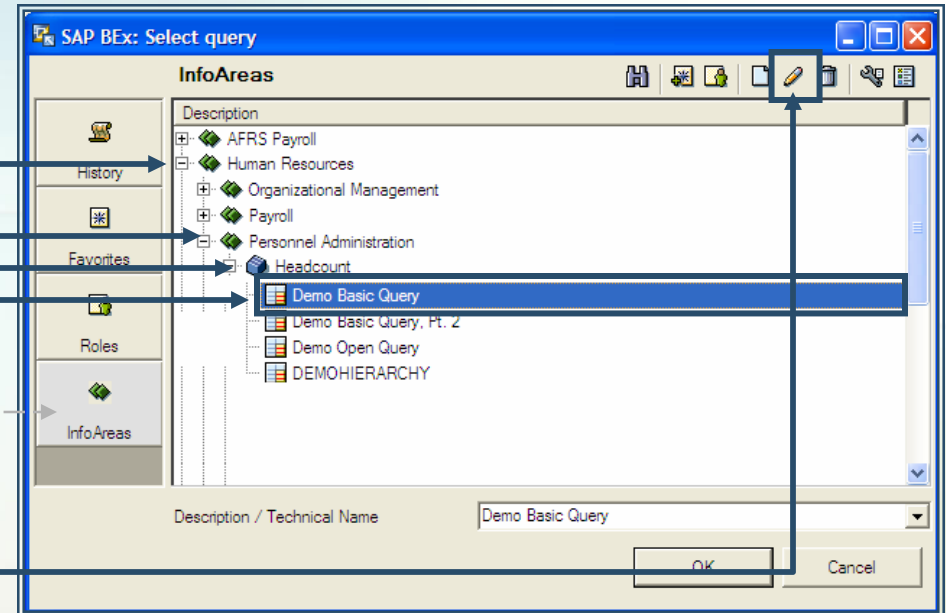
1. Click the Open  icon from the BEx Query Analyzer toolbar.
2. Click Queries.



Continued...

Modifying an Existing Ad Hoc Query

4. Click the InfoAreas tab of the Select Query screen.
5. Expand the Human Resources InfoArea.
6. Expand the Personnel Administration InfoArea.
7. Expand the Headcount InfoCube.
8. Select the Demo Basic Query query.
9. Click the Change icon  from the Select Query toolbar.

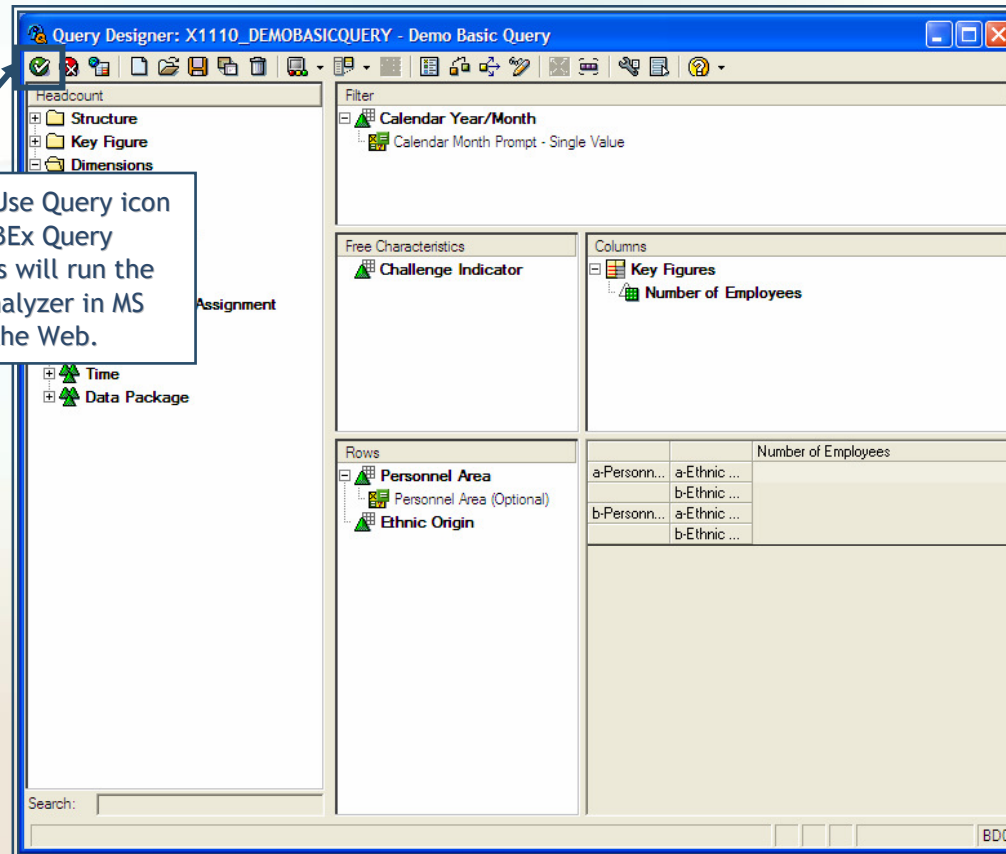


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Modifying an Existing Ad Hoc Query, Cont...

Result: The sample “Demo Basic Query” is displayed in BEx Query Designer. See *BEx Query Designer - Modifying an Existing Ad Hoc Query* for instructions on modifying the query.

Note that a Quit and Use Query icon is available from the BEx Query Designer toolbar. This will run the query in BEx Query Analyzer in MS Excel rather than on the Web.



BEx Query Designer is opened from BEx Query Analyzer to modify queries.

Closing BEx Query Analyzer

To close BEx Query Analyzer:

1. Click the Close Window icon for all instances of MS Excel that have the BEx Query Analyzer BW toolbar options.

